PREPARE FOR DEPLOYMENT

Helping Afloat Recreation Services Personnel Prepare a Deployment Plan of Action & Milestones

What's Here?

- When and What?
- What Do They Want?
- Sailing Schedule
- Leadership Support
- How Many?
- Meet With FRC
- Tours and Attractions
- POC Assistance
- [illegible]

- Planning/Promoting
- Activity/Event Cycles
- Supplies and Equipment
- Gear Locker
- Storage
- Let Them Know
- Briefings
- Banking
- That's All for Now…

When and What?

- Accomplish preparations from 90 to 60 days prior to deployment

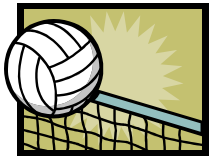
<u>You Will Need:</u>

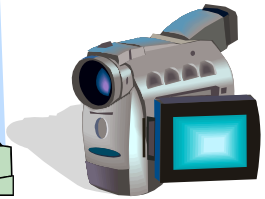
- Recreation Program Calendar
- Previous Deployment Calendars/info
- Port Directory
- Fleet Rec Coordinator (FRC) Listing
- Contact info with other afloat Rec people in the battle group/ARG

What Do They Want?

Determine by survey or other means the crews recreation preferences while deployed. Interests may include:

* Cultural activities
* Parties
* Seasonal Holiday themes
* Athletic/sporting events
* Games
* Shopping
* Tours
* Hotels





Sailing Schedule

Review underway period and port call schedule:

Date of departure _____

Dates of projected port calls _____

Advanced party debarkation plans _____

Total underway days _____

Ship's schedules while in each port (tender, operations, and duty section schedule)

Leadership Support

- Meet with CO or XO and Command Master Chief and determine their objectives and focus for recreation activities during deployment an port of call.

How Many?

- Check the ships alpha roster and find out the number of crew members making deployment.

Meet with FRC

Discuss the following:

- Recommendations and point of contact (POC) for tours at port calls.
- How to order travel/tour brochures and travel book references for each port.
- List of FRCs en route.
- Storage arrangements for recreation vehicle.
- Designated funds being left to support family recreation activities/events.
- Last minute recreation program needs.

Tours/Attractions

- Meet with local base travel representative (ITT) for tour/attraction assistance.

- Get ITT POCs at ports of call.

POC Assistance

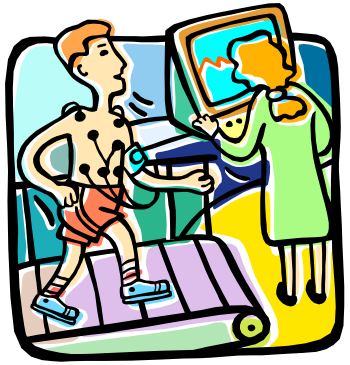
Contact en route FRC or POC listed in port directory and request
recreation information for deployment calendar, which may include:

- Intramurals with local university or national teams (coordinate with athletic officer).
- Community-wide special events.
- Unique local hot spots/off-limits trouble spots.
- Morale, welfare, and Recreation (MWR) facilities available.
- Young Men’s Christian Association (YMCA)/Young Women’s Christian Association (YWCA)/United Service Organizations (USO).
- Transportation.
- Local lodging.

Equipment Check, page 1 of 2

- **Inspect ship's fitness equipment to ensure it is in working condition and will survive deployment**

Equipment Check, page 2 of 2



- Repair/replace broken equipment
- Stock spare parts for deployment
- Purchase new equipment

Contact FRC for assistance with repairs or replacement

Planning/Promoting

- Prepare deployment recreation calendar to incorporate CO/XO and CMC objectives and crews' program preferences/needs.
- Develop plans to conduct and promote recreation activities included on deployment recreation calendar

Activity and Event Cycle

1. Select & Plan Activities and Events for Tour
2. Develop a Budget for all Activities and Events
3. Get Approvals and Buy In from Leadership
4. Execute the Planned Activities and Events
5. Evaluate Each Activity and Event for Future Use/ Budget Adjustments

Supplies and Equipment
Page 1 of 2

- Review each recreation activities/events and promotion/publicity plan and identify the supplies and equipment needed to provide planned activities/events underway.

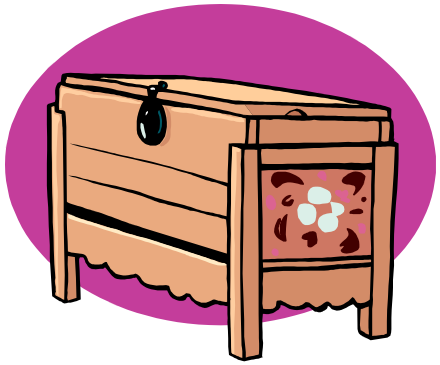
Supplies and Equipment
Page 2 of 2

- T-shirts.
- Baseball caps.
- Materials for making flyers and banners.
- Prizes.
- Awards.
- Games.
- Sports Uniforms.
- Sign up lists.
- Decorations (holiday themes).
- Bingo supplies.
- Portable basketball goals.
- Other.

Gear Locker

- Inventory gear locker equipment and program supplies
- Ensure adequacy
- Procure as needed (allow time for deliveries)

Storage



- Pack supplies in labeled boxes by specific activities/events (e.g., card tournament, steel beach picnic, kite flying contest, etc.)
- Label should include:
  - Contents of box.
  - Date of activities/events

Let Them Know!

- Publicize planned activities prior to deployment to prompt crew to bring any supplemental supplies and equipment they may need. These may include:
- Beach chairs for steel beach picnic.
- Any additional activity items (toga party, kite flying contest, cook-off, etc.).
- Bicycles.
- “Talent” supplies for talent show.

Briefings

- Arrange pre-deployment briefing with CO/XO and CMC.
- Brief should include the following:
  - Deployment recreation calendar.
  - Planned underway and port call activities/events.

Banking

IF RECREATION FUND:	THEN:
Is on Central Banking and Investment System (CBIS)	1. Contact vendors and request final billing. 2. Pay outstanding bills
Banks locally	1. Contact bank and inform them of deployment dates. 2. Contact vendors and request final billing 3. Pay outstanding bills

That’s all for now…

Future cruises deserve your attention right now, what are you going to do about it?

Suggestions and requests to:

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